

## Moving In/Out Guidelines

The following information outlines the requirements and guidelines to assist residents moving into or out of Graceview Turramurra and to minimise inconvenience for current residents.

### Apartment Owners & Tenants Moving In/Out

1. The [Graceview Turramurra Strata By-Laws](#) require sufficient notice to be provided for large items or furniture to be moved in or out of the property.
2. Please complete and submit the **Moving In & Moving Out Reservation Form** at least ten (10) days before your preferred move date.
3. Your submission of this form will notify both the Building Manager, BME Group, and the Graceview Strata Manager, MY StrataCare, of your requested move date. The Strata Manager will advise if the requested date is approved.
4. **Please Note:** One move in or move out is permitted per day. Preferred dates are not guaranteed, and confirmation of your move-in or move-out date will be dependent on other requests received and lift maintenance schedules.
5. We recommend you submit the **Moving In & Moving Out Reservation Form** so that your preferred date can be accommodated.
6. Lifts may only be used for moving in or moving out between 9:00 a.m. and 4:30 p.m. Monday through Saturday.
7. Removalist vans may park in the overtaking space located on the left of the ramp leading to Graceview's basement levels. **Please do not park vehicles in the No Parking areas on Eastern Road on either side of the Graceview driveway entrance.**
8. Lifts may NOT be used for moving in or moving out on Sundays or public holidays.
9. Please be respectful of all other residents when moving in or out.
10. The Owners Corporation of Graceview SP 100007 is not liable for any claims or damages arising from removalists' vehicles obstructing the Graceview Turramurra driveway or the Council's footpaths and nature strip.
11. Residents moving in or out are responsible for the disposal of all removalists' packaging material, including cardboard boxes, packing paper, and foam pellets, from the building. All packaging material must be removed from the site or broken up and placed in the appropriate bins in the bin rooms. **Failure to dispose of packing material correctly could result in cleaning charges being billed to owners or property managers.**

### Removalist Insurance

To secure your preferred move date, please include a copy of the Certificate of Currency for your removalist's Public Liability Insurance, which must have a minimum coverage of \$10,000,000, with your Move In & Move Out Booking Request Form.

### Damage to Common Property

12. A member of the Strata Committee will inspect common property areas before and after residents move in or move out of the building.
13. If an owner or tenant damages any part of the common property while transporting any large objects, furniture, or deliveries, the owner or tenant must compensate the Graceview Owners Corporation accordingly ([By-Laws 5.7, 15.3](#)).
14. The Building Manager will arrange for protective curtains to be installed in the lift on your approved date so that you do not damage lift walls when moving items in or out.

**Thank you for your cooperation.**